

Course Syllabus Assignment Sheet

Purposes:

- Utilize a variety of emerging [technologies](#) to enhance instruction, develop language proficiency and cultural competence, and improve your professional productivity (INTASC Standard 4 – Instructional Strategies, INTASC Standard 5 – Learning Environment, INTASC Standard 6 – Communication)
- Participate professionally in the school community, in [professional organizations](#) and [professional development activities](#), and engage in [professional dialogue and reflection with colleagues](#) to improve yourself and your program (INTASC Standard 9 – Reflective Practice & Professional Development, INTASC Standard 10 – Community)

Instructions:

- 1) Create a course syllabus (a.k.a. disclosure document) for a Spanish 1 class.
- 2) Consider the following questions and make sure their answers are evident in your syllabus:
 - a) How can parents contact you?
 - b) What content will be addressed in this course?
 - c) What materials will students need?
 - d) How will you conduct your class and what conditions will determine students' academic success?
 - e) What do you expect of your students and what routines and procedures will help them to meet your expectations?
 - f) How will you organize the document so that readers can easily locate information?
 - g) What format will you use to communicate these ideas to students and parents clearly, concisely, and in an engaging manner that highlights your competence, professionalism, and interest in building relationships with them?

3) Be sure to address the following items in your syllabus:

Course Syllabus

Teacher name:

Teacher contact information (E-mail, Phone, Room #):

Course:

Text and materials to be used or NOT to be brought to class:

Course standards:

Course format (e.g. use of target language, participation):

Time available for individual help:

Explanation of evaluation procedures (Grading scale and value of categories):

Procedures for making assignments:

Type and extent of homework:

Procedures for make-up work and late work:

Behavioral expectations and consequences (Including tardies):

Incorporation of agenda planner:

Academic integrity statement:

Extra credit:

Hall passes:

We have read and understand the course requirements and expectations.

Parent

Date

Student

Date

(The categories above come from a template developed by Southeast High School in Wichita, KS)